

### **Change Asset Detail Policy**

**Overview:** In accordance with the Department of Commerce Personal Property Manual, records for accountable personal property must contain item description, serial number, location, national stock number, model number and other data required to support the financial accounts. When recording accountable property additions or changes in the Personal Property Management System (PPMS), personal property officials must complete the web-based CD-50, Create / Maintain Asset form, and upload supporting documentation (i.e. purchase order, contract, invoice, receiving report, purchase card statement, found property certification, etc.) Some of this information is not always entered correctly.

**Purpose:** The purpose of this policy is to establish requirements for Line and Staff Offices (L/S) to include supporting documentation, when changes are made in PPMS.

#### **Required supporting documentation for changes**

When making changes in PPMS for asset records, it is essential that you use specific documentation to substantiate why the changes were made.

Here are some common scenarios that may occur and the supporting documents or comments required;

- If an asset was previously entered without a serial number and is changed to comply with NOAA PMO Bulletin # 004, FY 2011, the comments in the record should indicate there is no serial number on this asset and refer to this bulletin.
- If a model, description or serial number is changed because it is a correction to the initial entry, a snapshot picture showing the information on the physical asset or documentation matching the corrected information, must be attached to the record.
- If an asset value is changed, supporting documentation must be attached to the record matching the updated acquisition value.

*\*Please do not make acquisition value changes to monitors in Sunflower under E.O. 13423 with an acquisition value of \$0, as the values in the excess module will update prior to the interface with GSA. Only exceptions are excess assets with an acquisition value of \$0 being transferred under the Computers for Learning (CFL) program, which require the PC to make a dollar value change to \$199.99.*

**References:**

CD 50/52 Create-Update User Guide

[http://www.pps.noaa.gov/Documents/CD%2050\\_Create-Update\\_Asset\\_User\\_Guide.pdf](http://www.pps.noaa.gov/Documents/CD%2050_Create-Update_Asset_User_Guide.pdf)

Acquiring Personal Property Policy

[http://www.pps.noaa.gov/personal\\_property\\_policies\\_procedures/Acquiring\\_Personal\\_Property.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/Acquiring_Personal_Property.pdf)

NOAA PMO Bulletin # 004, FY 2011

[http://www.pps.noaa.gov/personal\\_property\\_policies\\_procedures/120910\\_property\\_serial\\_number\\_requirement\\_for\\_accountable\\_assets\\_in\\_sunflower.pdf](http://www.pps.noaa.gov/personal_property_policies_procedures/120910_property_serial_number_requirement_for_accountable_assets_in_sunflower.pdf)